

# Using the Maine ICESA Upload web application to upload a Withholding or Combined Withholding and Unemployment file

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This document explains how to use the Maine ICESA Upload application. Each relevant web page utilized during the upload process is presented along with descriptive commentary about that page.

## Welcome Page



**STATE OF MAINE**  
**Maine Revenue Services**

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**Maine ICESA File Upload for Income Withholding and  
Unemployment Taxes**

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This site is designed to provide transmitters with a convenient method of submitting ICESA file(s) to Maine Revenue Services without the need for shipping magnetic media. Please review the [important information](#) page for instructions and more information about this site. For details about formatting your file, please review the [Maine ICESA File Formatting Specifications](#). Other informational links are contained in the [Maine Revenue Services home page](#).

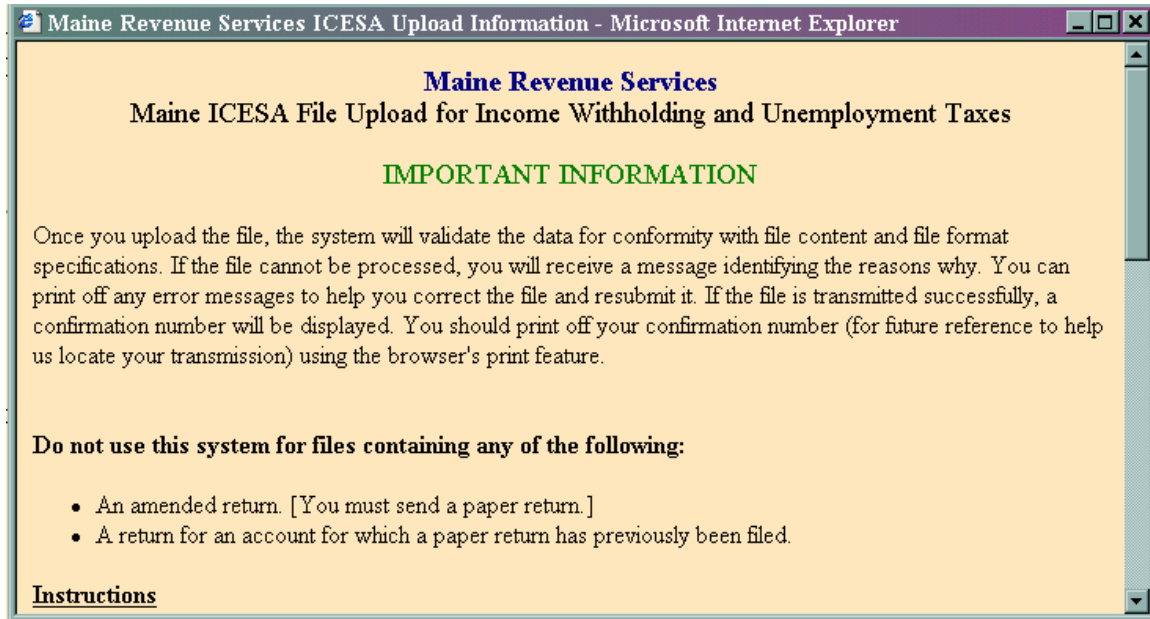
Do not use your browser controls while in this application. Doing so could cause unexpected results, and/or loss of data. (But you may use the browser "Print" button to print any screen). When you are ready, click "Next" below to proceed to the log-in page.

Thank you.

---

The Welcome page is presented when you launch the ICESA Upload application; it contains a link to instructions for using the web application, a link to the ICESA rules for Maine and a link to the MRS home page.

## Information Page



The Information page provides general information about the ICESA Upload application.

## Maine ICESA File Formatting Specifications

The screenshot shows the Maine.gov website with the Maine Revenue Services header. The navigation bar includes links for Home, Contact Us, Electronic Services, Forms, Publications & Applications, and Laws & Rules. A sidebar on the left lists Bureau Information categories such as About Us, Compliance, Fuel Tax, Income/Estate Tax, Property Tax, Sales/Use & Service Provider Tax, Other Taxes, Tax Relief, FAQ's, and Useful Links. The main content area is titled 'ICESA Upload and Magnetic Media Filing Specifications' and contains a notice about the replacement of the magnetic media filing system for quarterly returns (Forms 941-ME and 941/C1-ME) effective for the 1st quarter 2006 returns. It provides links to 'ICESA Specifications for Filing Withholding and Unemployment Contributions' and 'ICESA Specifications for Leasing Companies'. Below this, there are two columns of links for 'Forms 1099 and W-2 Mag Media Specifications', with one column for 1099 forms and another for W-2 forms, each listing years from 2005 down to 1998 with corresponding PDF file sizes.

Maine.gov | Agencies | Online Services | Web Policies | Help | State Search:  Go

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES  
**Maine Revenue Services**  
STATE OF MAINE

Search MRS:  Site Map Go

Home | Contact Us | **Electronic Services** | Forms, Publications & Applications | Laws & Rules

**BUREAU INFORMATION**

- About Us
- Compliance
- Fuel Tax
- Income/Estate Tax
- Property Tax
- Sales/Use & Service Provider Tax
- Other Taxes
- Tax Relief
- FAQ's
- Useful Links

Home > [Electronic Services](#) > ICESA Upload and Magnetic Media Filing Specifications

### ICESA Upload and Magnetic Media Filing Specifications

Maine Revenue Services is replacing its magnetic media filing system for quarterly returns (Forms 941-ME and 941/C1-ME). Please see the revised ICESA filing specifications for further details. These are effective for 1st quarter 2006 returns - due April 30, 2006.

[ICESA Specifications for Filing Withholding and Unemployment Contributions \[rtf 799KB\]](#) [\[pdf 106KB\]](#)  
[ICESA Specifications for Leasing Companies \[rtf 950 KB\]](#) [\[pdf 139KB\]](#)

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#### Forms 1099 and W-2 Mag Media Specifications

1099	W-2
<a href="#">2005</a> [PDF 126k]	<a href="#">2005</a> [PDF 99k]
<a href="#">2004</a> [PDF 24k]	<a href="#">2004</a> [PDF 19k]
<a href="#">2003</a> [PDF 100k]	<a href="#">2003</a> [PDF 109k]
<a href="#">2002</a> [PDF 16k]	<a href="#">2002</a> [PDF 19k]
<a href="#">2001</a> [PDF 16k]	<a href="#">2001</a> [PDF 19k]
<a href="#">2000</a> [PDF 16k]	<a href="#">2000</a> [PDF 19k]
<a href="#">1999</a> [PDF 14k]	<a href="#">1999</a> [PDF 21k]
<a href="#">1998</a> [PDF 12k]	<a href="#">1998</a> [PDF 13k]

Maine.gov | DAFS Home | MRS Home | Privacy Policy

The ICESA Upload and Magnetic Media Filing Specifications page provides a link to specific information about the nature, content and format of the Withholding and Unemployment files. To access the information, click on the [ICESA Specifications for Filing Withholding and Unemployment Contributions](#) or the [ICESA Specifications for Leasing Companies](#).

## Registration

**REGISTRATION AND SELECT ACTIVITY**

[About ICESA Upload](#)  
[Information about ICESA Format](#)

In order to upload your *ICESA file*, you must complete the following information and select an activity to continue. You will not be able to upload your file until **all** information is entered correctly.

Your Logon ID and password must be entered precisely (case-sensitive).

<b>L</b> Logon ID	<input type="text"/>	<i>(Between 6 and 16 characters - numbers or letters only)</i>
<b>P</b> Password	<input type="password"/>	<i>(Between 6 and 16 characters - numbers or letters only)</i>
<a href="#">I forgot my Password</a>		
<b>S</b> Select Activity	<input type="text" value="Select an Activity"/>	

*When you are finished, use the [Submit] button to continue.*

The Registration page allows you (the transmitter) to log on to the ICESA Upload application, to get help about the application and the ICESA rules (by clicking on links at the top of the page), to obtain your password, and to perform several activities (using the Select Activity drop down menu).

The first time you use the application, each user is responsible for choosing a secure Logon ID and password. You will also need to confirm your password and enter additional information to identify you as transmitter, including your Federal EIN. (Instructions are on the following page.)

Rules for creating a unique username:

- Must be 6-16 characters
- May use a combination of letters or numbers only
- Cannot contain spaces
- Cannot be a duplicate of your password

Additional suggestions:

- If the username you've chosen is already taken, try adding a number (such as "jsmith1" instead of "jsmith").
- Use a phrase (without any spaces between words).

As transmitter, you will need your Logon ID and password each time you want to sign in to your account. In the event that you lose your Logon ID, contact the Withholding Unit directly.

## First Time Logon

**CONFIRM PASSWORD**

Please verify your password in the space below, and provide the contact information requested. This will enable us to serve you more efficiently.

---

<b>i</b> Confirm password	<input type="password" value="joejoejoe"/>
<b>i</b> Transmitter Federal EIN	<input type="text" value="000000001"/>
<b>i</b> Transmitter Name	<input type="text" value="Test Transmitter"/>
<b>i</b> Contact name	<input type="text" value="Joe Transmitter"/>
<b>i</b> Phone number	<input type="text" value="2071231234"/> <i>(Use numbers only. EXAMPLE: 2071231234)</i>
<b>i</b> E-mail address	<input type="text" value="joe@transmitter.com"/> <i>If none enter "NONE"</i>

The first time you use the application as a transmitter, you may choose “Upload File”, and the application will take you to the Confirm Password screen.


ICESA Upload collects information to identify you so MRS can contact you if necessary and to authenticate you when you use the application in the future. The transmitter Federal EIN must match the Transmitter (A) Record, location 6 – 14.

## Password

**FORGOT PASSWORD**

Logon ID:

Transmitter Federal EIN:

 Phone Number:

*After you fill in the above information, use the [Submit] button to receive an email with your password.*

Submit

Cancel

Exit Application

ICESA Upload gives you three chances to enter the Logon ID and password, then the application logs off. If this happens you can restart the application and ask MRS to send the password via email by clicking on the “I forgot my password” link on the Registration page.

MRS uses the combination of Logon ID and phone number to authenticate (the email address was collected during first time processing). If you do not have an email address or there is any error when you press submit on Forgot Password, call Maine Revenue Services at 207-626-8475, press 1, then choose option 4.

## Change Business Information

**CHANGE BUSINESS INFORMATION**

Please enter only the information that has changed. This will enable us to serve you more efficiently. When you are finished, use the "Submit" button to send your information.

**Change Password (will change immediately)**  
Old Password  (6 to 16 characters,  
New Password  numbers or  
Confirm New Password  letters only)

**Contact Information**  

**i**

 Transmitter Name   

**i**

 Contact Name   

**i**

 Phone Number  (e.g., 2071231234)  

**i**

 E-mail address  (Enter "None" to remove address)

Submit

Cancel

Exit Application

You can update information about the Transmitter on the Change Business Information screen.

It is important to keep your contact information up to date.



## Registration and Select Activity

**REGISTRATION AND SELECT ACTIVITY**

[About ICESA Upload](#)  
[Information about ICESA Format](#)

In order to upload your **ICESA file**, you must complete the following information and select an activity to continue. You will not be able to upload your file until all information is entered correctly.

Your Logon ID and password must be entered precisely (case-sensitive).

<b>i</b> Logon ID	<input type="text"/>	<i>(Between 6 and 16 characters - numbers or letters only)</i>
<b>i</b> Password	<input type="password"/>	<i>(Between 6 and 16 characters - numbers or letters only)</i>
<a href="#">I forgot my Password</a>		
<b>i</b> Select Activity	<input type="text" value="Select an Activity"/>	

*When you are finished, use the [Submit] button to continue.*

In order to move from one activity to the next, you have to reenter your Logon ID and password. The Transmitter may select any of the following activities:

- 1) Change Business Information;
- 2) Upload File (this option can be used to test files);
- 3) Display Confirmed Transmission; or
- 4) Print Pay Voucher(s).

Clicking the Submit button will take you to the appropriate page provided you have entered an appropriate Logon ID and password.

## Upload File

**SPECIFY A FILE NAME**

[Information about ICESA Format](#)

Federal EIN	Name	Contact	Phone
000000001	TEST TRANSMITTER	JOE TRANSMITTER	2071231234

---

Filing Period Quarter:

Filing Period Year:   *(Format yyyy)*

Total Number Employers:

---

☒  Validate and Write File      ☐  Validate Only

Please select the file that you would like to upload:   *(Browse to or key in a fully-qualified file name)*

---

Choose file

Look in: ICESA

- ICESAUplodDoc.txt
- ICESAUplodDocQ1.txt
- ICESAUplodDocQ2.txt
- ICESAUplodDocQ3.txt
- ICESAUplodDocQ4.txt

File name: ICESAUploadDocQ4.txt

Files of type: All Files (\*.\*)

Open Cancel

As transmitter, you specify information about the file (Quarter, Year, and Total Employers) and point to the file you wish to upload with the Browse button, then press Submit.

The file must be a text file, which you may assign any name. Note that the maximum allowed size of an uploaded file for this application is currently 16 megabytes. Contact us if you need to change it.

Federal EIN	Name	Contact	Phone
000000001	TEST TRANSMITTER	JOE TRANSMITTER	2071231234

---

Filing Period Quarter:

Filing Period Year:   *(Format yyyy)*

Total Number Employers:

---

☒  Validate and Write File
 ☐  Validate Only


Please select the file that you would like to upload:   *(Browse to or key in a fully-qualified file name)*

---

Note that the maximum file size is 10 megabytes. Contact your system administrator if you need to change this setting.

When you have designed your file, click the "Submit" button to send your information to the MRS database.

**Microsoft Internet Explorer**

 Your Request is about to be processed...

Please note that depending on how much data is involved, this could take an extended period of time to complete.

ICESA Upload warns that the operation may take a while! For very large files, there is a substantial delay (minutes).

Press the OK button on the dialogue box to continue.

The Validate and Write File option will transmit the file, if there are no errors. If there are errors, the entire file will be rejected and the error notices will be seen on the screen in red above the FEIN, Name, and Contact information.

You can choose Validate Only to verify the file without writing it to the MRS database. If there are no errors, the file must be resubmitted using the Validate and Write File option.

Payroll processors can transmit more than one file per quarter if necessary, but only original returns are accepted. Any duplicate Withholding Account ID Numbers across the files on the Employer (E) Record will cause the 2nd and subsequent files to be rejected.

## Feedback Examples

### SPECIFY A FILE NAME

#### Information about ICESA Format

- *Employer 00000000100 has already filed for this period*
- *The file ICESAUploadDocQ4.txt does NOT pass the validation edits.*

Federal EIN	Name	Contact	Phone
000000001	TEST TRANSMITTER	JOE TRANSMITTER	2071231234

- *Employee (SSN: 000000001) Period Covered does not Match Employer's (00000000100)*
- *Employee (SSN: 000000002) Period Covered does not Match Employer's (00000000100)*
- *Employee (SSN: 000000003) Period Covered does not Match Employer's (00000000100)*
- *The file ICESAUploadDocQ1.txt does NOT pass the validation edits.*

Federal EIN	Name	Contact	Phone
000000001	TEST TRANSMITTER	JOE TRANSMITTER	2071231234

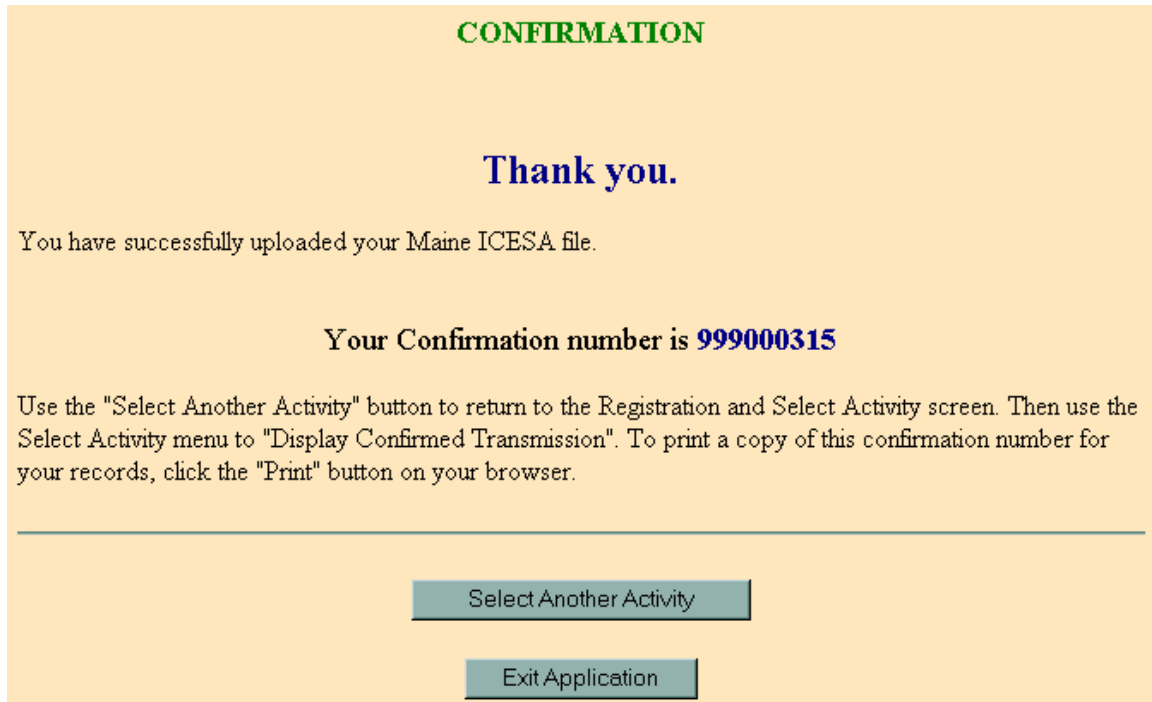
- *Withholding Employer ID 00000000100 not registered with the State of Maine.*
- *Employer 00000000100 has already filed for this period*
- *Employee (SSN: 000000001) UC Acct Number does not Match Employer's*
- *The Employer Period Covered in the file was not the same as entered*
- *Invalid Total Gross Wages on Final Record*
- *The file ICESAUploadDocQ1.txt does NOT pass the validation edits.*

Federal EIN	Name	Contact	Phone
000000001	TEST TRANSMITTER	JOE TRANSMITTER	2071231234

The file is checked according to ICESA standards and Maine Revenues Services files, and rejected with error messages if it fails to meet the specifications. The system will display only the first 100 error messages.

- Files must have valid account numbers. To accommodate Maine Revenue's combined Income Tax Withholding and Unemployment Contributions system processing requirements, each UC return must include both a withholding and a UC account number. The correct Withholding Account number must be connected to each UC Employer account.
- Any transmittals containing accounts with "applied for" status will be rejected.
- The total withheld on the "T" record must match the accumulated amount acquired by summing the total withheld from each "S" record.

## Confirmation

A screenshot of a web application confirmation screen. The background is a solid light orange color. At the top center, the word "CONFIRMATION" is written in a bold, green, sans-serif font. Below this, the text "Thank you." is centered in a bold, dark blue, sans-serif font. Underneath, a message in a standard black font states: "You have successfully uploaded your Maine ICESA file." This is followed by another line of text: "Your Confirmation number is 999000315", where the number is in a bold, dark blue font. Below this, a paragraph of smaller black text provides instructions: "Use the 'Select Another Activity' button to return to the Registration and Select Activity screen. Then use the Select Activity menu to 'Display Confirmed Transmission'. To print a copy of this confirmation number for your records, click the 'Print' button on your browser." A thin horizontal line separates this text from the bottom section. At the bottom, there are two rectangular buttons with a light blue gradient and a thin black border. The top button is labeled "Select Another Activity" and the bottom button is labeled "Exit Application".

**CONFIRMATION**

**Thank you.**

You have successfully uploaded your Maine ICESA file.

**Your Confirmation number is 999000315**

Use the "Select Another Activity" button to return to the Registration and Select Activity screen. Then use the Select Activity menu to "Display Confirmed Transmission". To print a copy of this confirmation number for your records, click the "Print" button on your browser.

---

Select Another Activity

Exit Application

When the file passes all the edits, the file is stored on the Maine Revenue Services database and the confirmation number is shown.

If you are paying by check, choose Select Another Activity to return to the Registration Screen, then in the Select Activity field, choose Print Pay Voucher(s). Detailed instructions begin on page 19.

## Display Confirmed Transmission

Your Logon ID and password must be entered precisely (case-sensitive).

Logon ID	<input type="text"/>	<i>(Between 6 and 16 characters - numbers or letters only)</i>
Password	<input type="password"/>	<i>(Between 6 and 16 characters - numbers or letters only)</i>
<a href="#">I forgot my Password</a>		
Select Activity	<input type="text" value="Select an Activity"/>	

*When you are finished, use the [Submit] button to continue.*

**DISPLAY CONFIRMED TRANSMISSION**

<b>Federal EIN</b>	<b>Name</b>
<b>000000001</b>	<b>TEST TRANSMITTER</b>

*Select a Transmission from the list below and press [Submit]*

**Conf Num; Period; Dt In**

999000328; 2005-3; 2006-02-03
999000315; 2005-12; 2006-01-27

Submit

Select ActivityExit Application

When you select Display Confirmed Transmission, a list of prior transmissions is displayed with confirmation number, payment year and qtr paid, and date of the upload. Select the one you wish to view and click the Submit button.

## Display Transmission Detail List

**DISPLAY TRANSMISSION DETAIL LIST**

**Federal EIN**  
**000000001**

**Name**  
**TEST TRANSMITTER**

Transmission Details	
<b><u>Transmitter Record</u></b>	
Confirmation Number	<b>999000328</b>
Date Transmitted	<b>02/03/2006</b>
Payment Year	<b>2005</b>
Period Covered	<b>First Quarter</b>
<b><u>Final Record</u></b>	
Total Employer Records	<b>1</b>
Total Employee Records	<b>3</b>
Gross Wages	<b>\$60,000.00</b>

Select Another Transmission

Select Activity

Exit Application

Information about the transmission is displayed in two parts. The first part shows the general Transmission details (including the number of employers, the number of employees and gross wages).

Employer List				
<b>Press Button to Select Corresponding Employer</b>	<b>Employer Name</b>	<b>Federal EIN</b>	<b>Unemployment Account Number</b>	<b>Withholding Account Number</b>
<div style="border: 1px solid black; padding: 2px 10px;">Select</div>	TEST TRANSMITTER	000000001	0000000001	00000000100
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Select Another Transmission</div>				
<div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; padding: 5px; display: inline-block;">Select Activity</div><div style="border: 1px solid black; padding: 5px; display: inline-block;">Exit Application</div></div>				

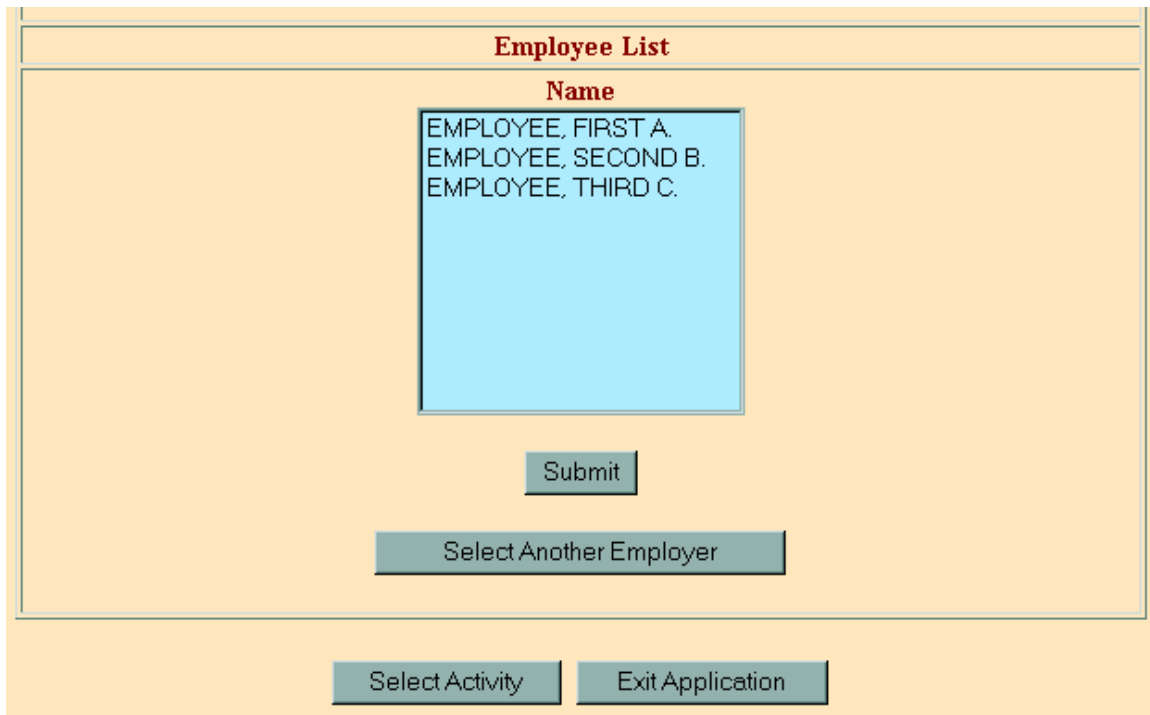
The second part shows a list of employers on the file. By clicking the Select button next to an employer, you can drill down to get more details (about the employer and its employees).

## Display Employer Detail List

DISPLAY EMPLOYER DETAIL LIST			
Federal EIN		Name	
000000001		TEST TRANSMITTER	
Employer Details			
Address		Account Details	
Street	PO BOX TEST 1	UC Account Number	0000000001
City	AUGUSTA	Withholding Account Number	00000000100
State	ME		
Zip	04330-9999		
Total Details			
Total WH Payees	3	Total Number of UC Employees	3
Income Tax Withheld	\$6,000.00	Total UC Wages	\$60,000.00
Withholding Voucher Payments	\$0.00	Excess UC Wages	\$0.00
Income Tax Withholding Due	\$6,000.00	Taxable UC Wages	\$60,000.00
		UC Contribution Rate	0
		UC Contributions Due	\$600.00
	Total Amount Due		\$6,600.00

When you select the employer you want to view, information about the employer is also displayed in two parts. The first part shows the general Employer details (including the account numbers and wage information).





The screenshot shows a web application interface for an "Employee List". At the top, there is a header bar with the title "Employee List" in red. Below the header, the word "Name" is displayed in red. A light blue rectangular box contains a list of three employee names: "EMPLOYEE, FIRST A.", "EMPLOYEE, SECOND B.", and "EMPLOYEE, THIRD C.". Below this box, there are three buttons: a "Submit" button, a "Select Another Employer" button, and two buttons at the bottom, "Select Activity" and "Exit Application".

Name
EMPLOYEE, FIRST A.
EMPLOYEE, SECOND B.
EMPLOYEE, THIRD C.

Submit

Select Another Employer

Select Activity Exit Application

The second part shows a list of employees for this employer. By selecting an employee in the list, then clicking the Submit button, you can drill down to get more details about that employee.

You can click the Select Another Employer button to continue reviewing the material for this transmission. By clicking Select Activity, you can return to the Registration page to select another Activity. Or you can quit the application by clicking the Exit Application button (which means to log out of the application and bring up the MRS home page).

## Display Employee Detail

**DISPLAY EMPLOYEE DETAIL**

**Employee Name**  
**EMPLOYEE, THIRD C.**

<b>Employee Account Detail</b>	
Withholding Acct Number	00000000100
Reporting Quarter	12-2005
UC Account Number	0000000001
Seasonal Code	N
Total UC Wages	\$30,000.00
Maine Income Tax Withheld	\$3,000.00

Select Another Employee

Select ActivityExit Application

After reviewing the details you can either look at another Employee's details by choosing Select Another Employee, or click the Select Activity button to return to the Registration page. If you are completely finished, you may click the Exit Application button to go to the MRS home page.

## Print Pay Voucher(s)

**REGISTRATION AND SELECT ACTIVITY**

[About ICESA Upload](#)

[Information about ICESA Format](#)

In order to upload your **ICESA file**, you must complete the following information and select an activity to continue. You will not be able to upload your file until **all** information is entered correctly.

Your Logon ID and password must be entered precisely (case-sensitive).

**i** Logon ID

*(Between 6 and 16 characters - numbers or letters only)*

**i** Password

*(Between 6 and 16 characters - numbers or letters only)*

[I forgot my Password](#)

**i** Select Activity

*When you are finished, use the [Submit] button to continue.*

Submit

To print a pay voucher, select Print Pay Voucher(s) on the Registration and Select Activity page. This will bring you to a list of confirmed transmissions, from which you can select a transmission by clicking the confirmation number in the list. Then click the Submit button.

**PRINT PAYMENT VOUCHER**

**Federal EIN**

**Name**

000000001

TEST TRANSMITTER

*Select a Transmission from the list below and press [Submit]*

**Conf Num; Period; Dt In**

999000328; 2005-3; 2006-02-03

999000315; 2005-12; 2006-01-27

Submit

Select Activity

Exit Application

ICESA Upload web application Overview 02/17/06

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## PRINT PAYMENT VOUCHER

**Federal EIN**                      **Name**  
**000000001**                      **TEST TRANSMITTER**

### Transmission Details

#### Transmitter Record

Confirmation Number **999000315**  
Date Transmitted **01/27/2006**  
Payment Year **2005**  
Period Covered **Fourth Quarter**

#### Final Record

Total Employer Records **1** Total Employee Records **3**  
Gross Wages **\$60,000.00**

Select Another Transmission

Select Activity

Exit Application

### Employer List

<b>Payment Voucher</b>	<b>Employer Name</b>	<b>Federal EIN</b>	<b>Unemployment Account Number</b>	<b>Withholding Account Number</b>
Select	TEST TRANSMITTER	000000001	0000000001	00000000100

Select Another Transmission

The general details about the transmission will be displayed. Click the Select button of the employer for whom you need the pay voucher .

**X**

**Maine Revenue Services  
and Department of Labor**  
Internet Payment Voucher  
02-03-2006

**\*0508512\***

**Account Name** TEST TRANSMITTER

**Withholding Account No.** 00000000100 **Amount due:** \$6,600.00

**UC Employment Account No.** 0000000001

**Period Covered** 10-01-2005 - 12-31-2005

**File on or Before** 01-31-2006 **Amount Remitted:** \_\_\_\_\_

Make checks payable to **Treasurer, State of Maine** in U.S. funds and write your account number on your check

-----  
*Cut on dotted line.*

Mail To:

MAINE REVENUE SERVICES  
INCOME TAX DIVISION  
PO BOX 9103  
AUGUSTA ME 04332-9103

Print this voucher out using the print button on your browser. Cut off and mail the top portion with payment to the address above.

Back

Use the browser controls to print the voucher, then click the Back button on the web page. Do not use your browser's back button.